



**STEP # 1: IDENTIFIES 2 – 4 POSSIBLE INTERNSHIP SPONSORS**

<p><b><u>ACTION:</u></b> Submit list for review and approval to Lori Stevens &amp; April Berteau; Trainee will receive an email approving 1-3 of the proposed internship sponsors</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Trainee to explore &amp; collaborate with participating faculty member using resources provided: <ul style="list-style-type: none"> <li>- QuEST’s Sponsored List (Excel worksheet), <a href="#">UVM’s Career Center list</a>, <a href="#">Handshake</a>, <a href="#">Internships USA</a>, <a href="#">Internships.com</a>, <a href="#">Youtern</a></li> <li>- Do not contact sponsoring organizations yet.</li> </ul> </li> <li><input type="checkbox"/> Think of potential projects and how these might fit in trainee’s career goals &amp; research for both them and the sponsoring organizations</li> </ul>	<p><b>Due date:</b> <b>May 8, 2020</b></p>
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**STEP # 2: CONTACT POTENTIAL SPONSORING ORGANIZATION(S)**

*You have received approval!* Now it’s time to reach out to your top (2) choices; the 3<sup>rd</sup> is your backup.

<p><b><u>ACTION:</u></b> Participating faculty member and/or Trainee sends introduction emails to establish a preliminary inquiry and what projects are available for an internship; copy Lori Stevens, and April Berteau on all correspondence.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> First, determine the appropriate type of introduction; templates available Slack database under the <a href="#">#internships channel</a> <ul style="list-style-type: none"> <li>- Email includes: brief outline of trainees research interests, project recommendation, suggested learning outcomes and goals <ul style="list-style-type: none"> <li>o Option #1: Does participating faculty member know or have a connection with sponsoring organization? <ul style="list-style-type: none"> <li>▪ If so, are they willing to write a formal email connecting you to their contact?</li> <li>▪ Once sent, you follow up with ‘Thank you’ email within a day attaching your CV</li> </ul> </li> <li>o Option #2: Trainee sending the introduction email including CV <ul style="list-style-type: none"> <li>▪ Need help &amp; want someone to review your email prior to sending – contact April for assistance</li> </ul> </li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Send follow up email in two weeks IF you have not received a reply <ul style="list-style-type: none"> <li>- Preferably Tuesdays to Thursday’s; beginning/end of week is busy.</li> </ul> </li> </ul>	<p><b>Complete by:</b> <b>August 1, 2020</b></p>
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**STEP # 3: ESTABLISH RELATIONSHIP WITH SPONSORING ORGANIZATION(S)**

*Alright!* You have or have not confirmed internship availability at each of the sponsoring organizations.

<p><b><u>ACTION:</u></b> Schedule meetings with participating faculty member, Lori Stevens, April Berteau, Laurent Hébert-Dufresne</p> <p><input type="checkbox"/> Sponsoring organization – they will have QuESTions! Do not make any commitments.</p> <ul style="list-style-type: none"> <li>- Compile a list, write them down, seek guidance before answering; we don't want you to miss opportunities due to uncertainty.</li> <li>- Who to ask; questions related to: <ul style="list-style-type: none"> <li>o Research collaborations, dissertation and learning outcomes, your participating faculty member should be involved in those conversations</li> <li>o Program requirements, logistics, and funding contact April Berteau (cc: Lori Stevens)</li> </ul> </li> <li>- <b>Meeting # 1:</b> Schedule introduction meetings with both sponsoring organizations to discuss internship possibilities <ul style="list-style-type: none"> <li>o Includes: yourself, and one of the above leadership team members</li> <li>o If your participating faculty is not available then Lori and April will join the initial meeting</li> </ul> </li> <li>- <b>Meeting # 2:</b> Schedule (1) meeting with all of leadership member above and yourself <ul style="list-style-type: none"> <li>o Group discussion to determine your options for comparison and collectively decide on 'final choice'</li> </ul> </li> </ul>	<p><b>Complete by</b> <b>September</b> <b>2020</b></p>
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**STEP # 4: WRITES 1-2 PAGE PROPOSAL SUMMARIZING INTERNSHIP & DELIVERABLES**

*Terrific!* Time collaborate and put together what you wish to get out of your internship experience.

<p><b><u>ACTION:</u></b> Use email &amp; proposal templates; available in Slack database under the <u>#internships channel</u></p> <p><input type="checkbox"/> Thank you emails: contact both sponsored orgs. of your internship decision</p> <ul style="list-style-type: none"> <li>- First email goes to 'final choice' indicating your selection and waiting for confirmation email back of acceptance</li> <li>- Send email to 2<sup>nd</sup> choice declining after you've received the final acceptance from 1<sup>st</sup> choice. <ul style="list-style-type: none"> <li>o Remember to keep your possibilities open; having your 2<sup>nd</sup> choice as back up in case the first doesn't work out is strategic.</li> </ul> </li> </ul> <p><b><u>ACTION:</u></b> Set up meeting with Lori Stevens, April Berteau, Laurent Hébert-Dufresne &amp; your participating faculty member</p> <p><input type="checkbox"/> Draft a proposal outlining agreed deliverables and logistics of internship; work with sponsor organization &amp; participating faculty</p> <p><input type="checkbox"/> Submit to QuEST Internship Leadership for preliminary review</p> <p><input type="checkbox"/> Schedule meeting for review, facilitation and approval of proposal</p>	<p><b>Due date:</b> <b>October 1,</b> <b>2020</b></p>
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